

- **A Solicitor Salesman Permit shall be required for:**
 - **ALL authorized representatives of**
 - **Out-of-state Wine and/or Beer wholesalers**
 - **Persons having interest in the manufacture, distribution or sale of distilled spirits**
 - **Persons wishing to solicit distilled spirits to mixed beverage licensees**
 - **Third party companies representing any of the above**
- Representatives of any winery, brewery, wholesaler or importer licensed by the Virginia Alcoholic Beverage Control Board are **NOT** required to obtain a Solicitor Salesman Permit in order to sell, solicit or promote **WINE OR BEER** to wholesale or retail licensees.
- **WINE AND BEER SOLICITORS**
 - **A permit is required to solicit or promote wine or beer to wholesale or retail licensees by a wine or beer solicitor salesman or representative of any out-of-state wholesaler engaged in the sale of wine or beer.**
 - Such permits shall not authorize:
 - the sale of wine or beer by the permittee,
 - the direct solicitation or receipt of orders for wine or beer, or
 - the negotiation of any contract or contract terms for the sale of wine or beer unless such sale, receipt or negotiations are conducted in the presence of a licensed Virginia wholesaler or importer or such Virginia wholesaler's or importer's salesman or representative.
 - Applicant must be 18 years of age or older and may not be employed at the same time by an out-of-state wholesaler engaged in the sale of wine or beer and by a licensee to solicit the sale of or sell wine or beer.
- **DISTILLED SPIRITS SOLICITORS**
 - **A permit is required for any person, whether licensed by the Virginia Alcoholic Beverage Control Board or not, having interest in the manufacture, distribution or sale of spirits or other alcoholic beverages to solicit any mixed beverage licensee, his agent, employee or any person connected with the licensee in any capacity in his licensed business to sell or offer for sale such spirits or alcoholic beverages. [§4.1-212 (2), Code]**
 - Applicant must be 21 years of age or older.
 - In addition to completing the application, applicants for Distilled Spirits Solicitor Salesman Permits must complete the "Addendum for Distilled Spirits Solicitor Salesman Permit."
- All approved permits expire on June 30th of each year and require payment of the annual fee in full by that date or the permit will be invalid and surrendered.
- Any checks or money orders submitted for payment must be in the name of the company or applicant identified on page two of the application. Any refunds due from an application will be made to the company identified on page two of the application at the mailing address indicated unless ABC is notified otherwise.
- **Falsification and/or misrepresentation of information may result in refusal of permit and/or criminal charges.**

INSTRUCTIONS

- **INSTRUCTIONS:**
 - Type or print legibly with **black ink**.
 - Answer questions completely and accurately.
 - If applying for **Distilled Spirits** or **Wine and Beer and Distilled Spirits** permits complete the Addendum (page 3)
 - Mail or deliver the following items to the address below:
 - **Completed application (page 2)**
 - **If applicable, completed Addendum for Distilled Spirits Solicitor Salesman Permit (page 3)**
 - **Appropriate fee determined from "Type of Permit" section of application (page 2)**

Department of Alcoholic Beverage Control
License Records Management
2901 Hermitage Rd PO Box 27491
Richmond VA 23261-7491

- Once the completed application package and appropriate fees have been received, the package will be reviewed for statutory compliance. If no issues are found the permit will be approved and mailed to the address provided. If any issues are noted, an ABC agent or License Records Management employee will be in contact with the applicant.
- Permit processing typically takes approximately 10 business days.

PRIVACY STATEMENT

- Social security numbers, dates of birth, and federal and state tax identification numbers are collected for identification purposes.
- The Virginia Department of Alcoholic Beverage Control (ABC) considers all personal/tax information collected as confidential information. ABC does not provide information to any entity except as authorized by the Code of Virginia §58.1-3 or 2.2-3700 through 2.2-3714.

APPLICATION FOR SOLICITOR SALESMAN PERMIT



COMPANY INFORMATION

Company Name _____
Street Address _____
City _____ State _____ Zip _____
Telephone No (____) _____ Fax No (____) _____ FEIN _____
Company Email _____

* Required. See privacy statement on page 1.

MAILING ADDRESS FOR PERMIT & YEARLY RENEWAL BILL

Mailing Address _____
City _____ State _____ Zip _____

TYPE OF PERMIT

Wine and Beer Solicitor Salesman Permit

This permit requires a \$165.00 annual fee that is prorated throughout the year.

- If applying between July 1st and September 30th the cost is **\$165.00**
- If applying between October 1st and December 31st the cost is **\$123.75**
- If applying between January 1st and March 31st the cost is **\$82.50**
- If applying between April 1st and June 30th the cost is **\$41.25**

Fee Amount Submitted \$ _____

Distilled Spirits Solicitor Salesman Permit

This permit requires a \$390.00 annual fee that is prorated throughout the year.

- If applying between July 1st and September 30th the cost is **\$390.00**
- If applying between October 1st and December 31st the cost is **\$292.50**
- If applying between January 1st and March 31st the cost is **\$195.00**
- If applying between April 1st and June 30th the cost is **\$97.50**

Fee Amount Submitted \$ _____

- Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.)

Wine and Beer and Distilled Spirits Solicitor Salesman Permit

This permit requires a \$555.00 annual fee that is prorated throughout the year.

- If applying between July 1st and September 30th the cost is **\$555.00**
- If applying between October 1st and December 31st the cost is **\$416.25**
- If applying between January 1st and March 31st the cost is **\$277.50**
- If applying between April 1st and June 30th the cost is **\$138.75**

Fee Amount Submitted \$ _____

- Addendum for Distilled Spirits Solicitor Salesman Permit required. (Application will be returned if addendum is not included.)

APPLICANT INFORMATION

Full Name: (last) _____ (first) _____ (middle) _____

Social Security Number _____ Date of Birth _____ / _____ / _____

* Required. See privacy statement on page 1.

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APPLICANT'S SIGNATURE

I certify the above information as true to the best of my knowledge and that falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.

Signature _____ Print Name _____

Title _____

FOR OFFICIAL USE ONLY

AMOUNT PAID

RECEIPT DATE

RECEIPT #

PERMIT #

DISTILLED SPIRITS SOLICITOR SALESMAN PERMIT ADDENDUM



Per 3 VAC 5-60-80-B-1-c of Virginia Administrative Code regarding Distilled Spirits solicitors, each person shall submit with the application, a letter of authorization from the manufacturer, brand owner or its duly designated United States agent, of each specific brand or brands of spirits which the permittee is authorized to represent on behalf of the manufacturer or brand owner in the Commonwealth.

This addendum may serve as the letter of authorization.

Please denote who is submitting this addendum by checking the appropriate box and entering the name of that company on the adjacent line:

Manufacturer: _____

Brand Owner: _____

Duly designated United States Agent: _____

I, _____ in my duties as _____ hereby
*Name of employee of above listed company granting authorization *Title of employee

authorize _____ to solicit or promote only the brand or
* Name of Solicitor on attached application.

brands of spirits denoted in this addendum.

I certify that the information contained or submitted with this addendum is true and accurate. I understand that **falsification and/or misrepresentation of information may result in refusal of permit and/or criminal charges.**

Signature _____ Date _____

List brand(s) below. A separate sheet may be attached for additional brands or in lieu of listing all brands here.
